

1 December 1981

MEMORANDUM FOR: Deputy Director of Information Services

FROM:

[redacted]
Chief, Records Management Division

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SUBJECT: FY 82 Planning for the Non-textual
Records Section, ITB

Introduction

Three essential aspects of the Agency records management program involve the conduct of an effective micrographics program; the identification, management, and scheduling of audiovisual records; and the identification, management, and scheduling of ADP or machine readable records. The unit within RMD responsible for these activities is the recently established Non-textual Records Section of the Information Technology Branch. Recognizing the importance of all three programs, I believe they should be given strong backing by RMD and OIS management.

Micrographics

a. I believe that our most important responsibilities in micrographics are (1) assisting components in solving information handling problems through proper use of micrographics technology, (2) evaluating the effectiveness and efficiency of microfilming facilities and ongoing micrographics applications, and (3) training Agency employees in the use of micrographics technology. I do not yet see us directly involved in the massive programs that incorporate micrographics, such as SAFE, but we can make an effective and valuable contribution through assisting components with smaller but still important applications. Such applications might involve several safes full of permanent bulky materials, or they might involve larger collections such as in the OP Central File Room. If we are able to provide assistance to more and more components on a sustained basis, our contribution considered as a whole will be meaningful in the promotion of effectiveness and efficiency. Virtually every component in the Agency could benefit from the advice and assistance that we must be able to provide on this aspect of records management.

b. [redacted] who has been responsible for the micrographics program this year, will be leaving in a few weeks. I am pleased that [redacted] will be taking his place. Although [redacted] is untrained in micrographics in a true professional sense, I am impressed with his energy, drive, and basic maturity and sound judgment. Naturally, the first priority for the coming year will be to train [redacted] in micrographics

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technology and orient him to the work of the program. Early on, however, we will charge ahead with the feasibility study of the OP Central File Room. I believe that under [] technical guidance this will be a valuable learning experience as well as an opportunity for [] to begin making an immediate contribution. We will simultaneously make ourselves available to assist other components on micrographics problems. Our capability for this will be limited at first, but as [] increases in experience and with [] direct help during the year, we should be able to handle several applications at the same time.

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c. I believe we should continue conducting the Introduction to Micrographics course, and plan for two during the year. One would be a special running for NFAC/OCR and the other would be open to all Agency employees.

Audiovisual Records

a. The audiovisual records program is concerned with motion picture film, video tapes, still pictures, maps, and sound recordings. Many component records managers have had little experience in managing these collections that in some instances constitute a significant portion of a component's records holdings. For example, NPIC has a vast collection of still pictures, OSO has a sizable collection of tapes, and the former OGSR has a large collection of maps. Moreover, NFAC is beginning to produce intelligence reports on video tape and the Office of Training produces motion pictures for Agency-wide use. It is more and more evident that records managers need assistance in maintaining and scheduling these types of records.

b. [] who will soon be reassigned, has been responsible for this program. During his tour with ITB, Dave made a study of audiovisual production facilities in the Agency, produced another study on the care and handling of video tapes, and acquired considerable knowledge that hopefully he can put to use someday elsewhere in the Agency. Dave's replacement is [] who, although is an experienced records management officer, has had little experience in the area of audiovisual records. Nevertheless, I regard her as being able to learn quickly and in depth, and I have every reason to expect that within six months she will have acquired considerable expertise. I also regard her as a very capable employee and a welcome addition to our division.

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c. As with [] we first will have to concentrate heavily on [] training in the technology. This will be supplemented by visits to other government agencies to study their own audiovisual programs. By June 1982 I expect [] to be fully in charge of the Agency program and to be in the middle of a component audiovisual records survey leading to an evaluation and recommendations for improvement in component records management practices.

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ADP Records Management

a. At last count there are over 1,000 ADP applications in the Agency, and much of the information produced can be considered as records in every respect although existing mainly in the form of tapes and disks. Because there never has been full-time attention given in the Agency to the identification, scheduling, and disposal of ADP records, there is a tremendous amount of work yet to be done.

b. Our greatest need in this program is to identify, schedule, and dispose of machine readable information that is building up in the Agency's ADP systems. Such need not only is a practical one as the number of storage media multiply, but also stems from the legal requirement that records be retained or destroyed on the basis of NARS' approved records control schedules.

c. Presently we have no personnel resources to devote to this function. It continues to be our judgment, as proposed in our ITB Planning, Organization, and Staffing paper, that three full-time positions will be required to successfully carry out this program. Moreover, the individuals responsible must have considerable ADP systems experience as well as familiarity with records management practices.

Conclusion

Considering the importance of the micrographics and audiovisual programs, and the fact that we have at least one capable individual soon to be assigned to each, I strongly recommend that we concentrate our efforts in these two areas where we have the near term potential of providing a real service to the Agency. This assumes at least a two year assignment for [] and [] and the opportunity for [] to devote most of his time imparting his knowledge and providing guidance. Similarly, I believe it would be unwise to tackle the ADP program, as important as it is, without first obtaining the resources to do the job. During the year, I will work with OIS management to determine the feasibility of establishing the necessary positions to carry out this program.

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